

# Michelle Whited

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michellewhited@gmail.com

## Education

**American Intercontinental University**  
BFA, Visual Communication Design, Digital Design

**Columbus State Community College**  
English, Marketing

**The Ohio State University**  
Journalism, Graphic Design, Spanish and Music

## Experience

Marketing Coordinator / Graphic Designer March 2008 - present

### Signature Worldwide

Create collateral and marketing material for multiple channels. Prepare print and digital media for trade show events. Brainstorm creative business solutions. Develop brand guidelines manual for corporate re-branding project, including redesign of collateral and other materials to ensure a consistent brand image. Create print and digital training materials for all industries.

Company Member March 2008 - present

### Available Light Theatre

Create marketing and advertising materials for season and production promotions. Serve as stage manager, costumer, actor and properties manager. Work closely with director, technical staff, playwrights and cast to coordinate rehearsals and performances. Design and procure props, costumes and set dressings; run rehearsals and performances; call light and sound cues; operate light board. Production credits include: *Jane Austen's Pride & Prejudice*, *[How to] Stay Human*, *The Internationalist*, *Dead City*, *Dirty Math*, *Church* and *Our Town*, a collaborative project of Young Isaac and Available Light Theatre.

Artist In Residence / Missionary President 2002-2008

### Grace Ministries

Designed, edited and published all print media, including weekly bulletins, special event flyers, newsletters, brochures, programs and advertisements. Designed audio-visual media and promotional Web graphics. Maintained predefined branding styles to ensure consistency and professionalism. Painted murals and sets; and served as musician, actor and costumer in various productions. Coordinated and led short-term mission trips. Facilitated and planned fund-raising events resulting in over \$13,000 in funds.

Team Leader 2007-2008

### Huntington National Bank

Managed team of three tellers and personal bankers. Provided customer support by fielding customer service issues; coached and encouraged staff, performed quarterly employee reviews and evaluations; and approved incentive and annual pay increases. Created marketing promotions, including design of flyers and signage for area banking offices.

## Qualifications

Extensive computer experience with Mac and Windows-based operating systems including the ability to quickly learn new software. Fluent with:

- Adobe Creative Suite 3
- Dreamweaver CS3
- QuarkXPress
- Corel Graphics Suite
- Microsoft Office

Highly developed written and verbal communication skills with extensive coursework in English literature and composition, business and creative writing. Eight years of Spanish language education, including field experience.

## Personal Skills

- Collaborative team-leader
- Strong multi-tasker
- Tactical and strategic problem-solver
- Self-motivated, quick learner
- Patient and positive individual
- Resourceful and organized employee
- Highly developed professional communicator

## References

### Amanda Gambill

Communications Specialist,  
Signature Worldwide  
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### Tim Tabor

Pastor,  
The Church at 85  
614-679-5221  
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### Helen Holloway

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